



APPLICATION FOR RECORDS RETENTION SCHEDULE

880831-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 9/13/88	1. Agency Address Georgia Public Service Commission Transportation Division/Safety Unit 1007 Virginia Avenue, Suite 310 Hapeville, Georgia 30354	Application Number 89-024	Date Received SEP 22 1988
Application Number		Date Completed MAY 22 1989	
2. Person to Contact Nelda S. Chatman		Working Title Transportation Specialist	Telephone Number 559-6611
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1985	Latest To Date	5. Records Series Title (followed by title used in office, if different) Commercial Motor Carrier Safety Examination Reports (Driver-Vehicle Examination Reports)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Safety Unit of The Transportation Division/Safety Unit of the Georgia Public Service Commission is responsible for enforcing the Federal Highway Administration policy on motor carrier safety & hazardous material regulations for interstate and intrastate motor carriers and drivers. The objective is to reduce the number and severity of accidents and hazardous material incidents involving commercial motor vehicles by substantially increasing the level of enforcement activity and the likelihood that vehicle safety defects, driver deficiencies and unsafe carrier practices will be detected and corrected. Driver and vehicle examinations are completed by enforcement officers and the original copy of the exam is entered on computer by office personnel and filed for ready reference on motor carriers safety profiles. Ga. Code 46-7-26 46-7-68			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Driver and vehicle examination reports completed by enforcement officers on the roadsides, D.O.T. weigh stations and carrier office terminals. Signed copy of the exam from the motor carrier attesting that violations have been corrected. Included are: Report No., Inspection date, state no., name and address of motor carrier, name of shipper, shipping paper no., driver name, driver license no. and issuing State, driver birth date, origin and destination of shipment, commodity transported, vehicle identification, violation number, description of violation, inspector name and code number. File is arranged: Monthly by inspector numerical code number.			
8. Monthly Reference Rate How often are records referred to which are: *One to six months old <u>daily</u> ; Seven to twelve months old <u>occasionally</u> ; Thirteen to twenty-four months old <u>occasionally</u> ; twenty-five months and older <u>rarely</u> ; 25 per month while in current files area. Seldom once			
9. Annual Rate of Accumulation of Records transferred to State Records Center. Letter-size drawers _____; Legal-size drawers <u>12</u> Shelves _____ Other (specify) _____ (ELIGIBLE FOR TRANSFER NOW IS 27 LEGAL SIZE DRAWERS FILED ALPHABETICALLY BY MOTOR CARRIER NAME). Approximately 60 cubic feet.			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>3</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office and public reference to allow time for questions and information to be resolved.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 1/2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

1988 SEP 22 11 0 58

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Lucia A. Ramsey</i>	9/16/88	<i>Janette Kelley</i>	9/16/88
880922-01		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
89-024		<i>W.H. Kelly</i>	5-22-89
		Secretary of State/Designee	Date
		<i>Edward Welder</i>	5/15/89
		Governor/Designee	Date
		<i>W.H. Ryan</i>	5/15/89